



## CITY OF GRAND RAPIDS

June 1, 2011

Diana Lopez  
SUNSHINE REVIEW

**Re: Freedom of Information Act Request #2973**

Dear Ms. Lopez:

This letter will respond to your Freedom of Information Act request received by the FOIA Coordinator May 9, 2011. Your request is as follows:

*"1) Records\* of salaries from January 1, 2008 to January 1, 2011 for the following, or equivalent, positions:*

- *Captain/Captain Detective*
- *Deputy Superintendent*
- *Superintendent*
- *Superintendent In Chief*
- *Commissioner*

*2) Benefits information in dollars for items 1 and 2.*

*3) Overtime paid to personnel who retired January 1, 2008 to January 1, 2011. For example, if John Smith retired January 1, 2008, how much overtime was he paid in 2008?*

*4) Number of department-issued cell phones from January 1, 2008 to January 1, 2011. Also, any relevant policy regarding department-issued cell phones and cell phone reimbursement.*

*5) Number of department-issued personal cars for take-home use from January 1, 2008 to January 1, 2011. Also, any relevant policy regarding department-issued cars and mileage reimbursement."*

Your request is granted in part and denied in part. As to paragraphs #1, 2 and 5 of your request, a copy of the public records available to respond to your request is enclosed.

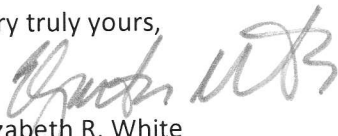
In response to paragraph #3 of your request seeking "overtime paid to personnel," benefits under the Grand Rapids Pension Systems are calculated based on group averages, and not on actual hours worked. The data you seek therefore does not presently exist in any compiled report. I have been informed by City Staff that there will be a significant amount of employee time that must be expended, in order to search for and compile documents that comply with paragraph #3 of your request. In addition to the staff time required, there will also be copying charges for the documents involved. MCL 15.234(2) permits a public body to "require at the time a request is made a good faith deposit from the person requesting the public record . . . if the fee authorized [by the statute] exceeds \$50.00. The deposit shall not exceed ½ of the total approximate fee." Pursuant to this statutory

authority, the City of Grand Rapids hereby requires a deposit in the amount of \$300.00, before the City will begin to search for and compile the documents referenced above. Once this office receives your deposit, I will notify the appropriate department(s) to begin the required search.

As to paragraph #4 of your request, I am informed that there are 92 cell phones issued by the Grand Rapids Police Department to members of that department. A copy of the City's policy regarding cell phone use is enclosed.

You have certain rights to appeal the denial of your record request. You may either appeal to the City Commission or commence a Kent County Circuit Court action within 180 days of this letter. Your appeal rights and rights to damages for improper denial are specifically set out in Section 10 of the Act. A copy of Section 10 of the Act has been enclosed so that we may comply with MCL 15.235.

Very truly yours,



Elizabeth R. White  
Deputy City Attorney  
FOIA Coordinator

## RIGHT TO SEEK JUDICIAL REVIEW

Sec. 10. (1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.

(b) Commence an action in the circuit court to compel the public body’s disclosure of the public records within 180 days after a public body’s final determination to deny a request.

(2) Within 10 days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing an action in circuit court under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. The circuit court for the county in which the complainant resides or has his or her principal place of business, or the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorney’s fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the circuit court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 1.2. Effective July 1, 2005, the following classification shall be paid in an amount listed opposite the class title:

Police Command Officers  
Bargaining Unit Hourly Salary Rates  
(With Rounded Annual Equivalents)

Class No.	Salary Range	Class Title	Step/Amount (Annual Equivalents)
813	01F	Police Lieutenant	E/\$32.8646 (68,358.) F/\$34.8221 (72,430.)
814	02F	Police Captain	E/\$37.2347 (77,448.) F/\$39.1040 (81,336.)

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the range number, and a maximum rate which is the highest amount in the columns opposite the range number.

Section 1.3. Effective July 1, 2006, the following classification shall be paid in an amount listed opposite the class title:

Police Command Officers  
Bargaining Unit Hourly Salary Rates  
(With Rounded Annual Equivalents)

Class No.	Salary Range	Class Title	Step/Amount (Annual Equivalents)
813	01F	Police Lieutenant	E/\$33.8505 (70,409.) F/\$35.8668 (74,603.)
814	02F	Police Captain	E/\$38.3517 (79,772.) F/\$40.2771 (83,776.)

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the range number, and a maximum rate which is the highest amount in the columns opposite the range number.

Section 2. The salary provisions of this Ordinance shall take effect as of July 1, 2004, and all ordinances in conflict herewith are repealed as of July 1, 2004.



AN ORDINANCE TO FIX THE SALARIES AND RATES OF COMPENSATION OF CERTAIN EMPLOYEES IN THE CITY OF GRAND RAPIDS CLASSIFIED IN CLASS TITLES WHICH ARE WITHIN THE UNIFORMED EMPLOYEE BARGAINING UNIT; TO ADOPT A SCHEDULE OF ANNUAL PAY RANGES FOR SUCH EMPLOYEES; TO PROVIDE FOR THE ADOPTION OF RULES PRESCRIBING THE METHOD OF PROVIDING FOR INCREASES AND DECREASES IN COMPENSATION WITHIN THE PAY RANGES ESTABLISHED BY THIS ORDINANCE; TO PROVIDE FOR THE REGULATION OF OTHER PERSONNEL MATTERS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, SAID REPEAL TO BECOME EFFECTIVE AS OF SEPTEMBER 15, 2009.

ORDINANCE #2009-\_\_\_\_\_

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

Section 1. There is hereby established the following schedule of annual pay ranges which shall be the basis for establishing the rates of compensation for all employees in the classes of positions described in Sections 1.1. effective September 15, 2009, with a compounding effect:

Section 1.1. Effective September 15, 2009, the following classifications shall be paid in an amount listed opposite the class title:

Police Command Officers  
Bargaining Unit Hourly Salary Rates  
(With Rounded Annual Equivalents)

Class No.	Salary Range	Class Title	Step/Amount (Annual Equivalents)
813	01F	Police Lieutenant	E/\$36.5689 (76,063) F/\$38.7401 (80,580)
814	02F	Police Captain	E/\$41.4161 (86,146) F/\$43.4895 (90,458)

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the range number, and a maximum rate which is the highest amount in the columns opposite the range number.

Section 2. The salary provisions of this Ordinance shall take effect as of September 15, and all ordinances in conflict herewith are repealed as of September 15, 2009.

20U	32.8319 68,290.	34.4871 71,733.	36.2139 75,325.	38.0001 79,040.	39.8937 82,979.	41.8824 87,115.
21U	34.4871 71,733.	36.2139 75,325.	38.0001 79,040.	39.8937 82,979.	41.8824 87,115.	43.9543 91,425.
22U	36.2139 75,325.	38.0001 79,040.	39.8937 82,979.	41.8824 87,115.	43.9543 91,425.	46.1694 96,032.
23U	38.0001 79,040.	39.8937 82,979.	41.8824 87,115.	43.9543 91,425.	46.1694 96,032.	48.4559 100,788.
24U	39.8937 82,979.	41.8824 87,115.	43.9543 91,425.	46.1694 96,032.	48.4559 100,788.	50.8852 105,841.
25U	41.8824 87,115.	43.9543 91,425.	46.1694 96,032.	48.4559 100,788.	50.8852 105,841.	53.4456 111,167.
26U	43.9543 91,425.	46.1694 96,032.	48.4559 100,788.	50.8852 105,841.	53.4456 111,167.	56.1250 116,740.

Each of the foregoing salary ranges shall consist of a minimum rate, which is the lowest amount in the columns opposite the range number; a maximum rate, which is the highest amount in the columns opposite the range number; and intermediate steps, which are stated in the columns between the minimum and the maximum.

Section 1.2. There is hereby established the following schedule of annual and hourly pay ranges which shall be the basis for establishing the rates of compensation for all employees in the classes of positions described in Sections 4.1. to 4.3. inclusive, and which shall be effective January 1, 2006.

NON-BARBAINING UNIT EMPLOYEES  
ANNUAL AND HOURLY SALARY SCHEDULE  
(With Rounded Annual Equivalent Rates)

Salary Range No.	A	B	C	D	E	F
01U	14.6822 30,539.	15.4303 32,095.	16.2031 33,703.	16.9758 35,310.	17.8100 37,045.	18.7299 38,958.
02U	15.4303 32,095.	16.2031 33,703.	16.9758 35,310.	17.8100 37,045.	18.7299 38,958.	19.6621 40,897.

18U	30.6279 63,706.	32.1978 66,971.	33.8169 70,339.	35.5217 73,885.	37.3003 77,585.	39.1401 81,411.
19U	32.1978 66,971.	33.8169 70,339.	35.5217 73,885.	37.3003 77,585.	39.1401 81,411.	41.0905 85,468.
20U	33.8169 70,339.	35.5217 73,885.	37.3003 77,585.	39.1401 81,411.	41.0905 85,468.	43.1389 89,729.
21U	35.5217 73,885.	37.3003 77,585.	39.1401 81,411.	41.0905 85,468.	43.1389 89,729.	45.2729 94,168.
22U	37.3003 77,585.	39.1401 81,411.	41.0905 85,468.	43.1389 89,729.	45.2729 94,168.	47.5545 98,913.
23U	39.1401 81,411.	41.0905 85,468.	43.1389 89,729.	45.2729 94,168.	47.5545 98,913.	49.9096 103,812.
24U	41.0905 85,468.	43.1389 89,729.	45.2729 94,168.	47.5545 98,913.	49.9096 103,812.	52.4118 109,016.
25U	43.1389 89,729.	45.2729 94,168.	47.5545 98,913.	49.9096 103,812.	52.4118 109,016.	55.0490 114,502.
26U	45.2729 94,168.	47.5545 98,913.	49.9096 103,812.	52.4118 109,016.	55.0490 114,502.	57.8088 120,242."

Each of the foregoing salary ranges shall consist of a minimum rate, which is the lowest amount in the columns opposite the range number; a maximum rate, which is the highest amount in the columns opposite the range number; and intermediate steps, which are stated in the columns between the minimum and the maximum.

Section 1.3. The hourly rates of compensation accompanying the annual salary rates prescribed in Section 1, are equal to the annual salary rate divided by 2080 hours.

Section 2. In addition to the salary herein provided, there are hereby established certain fringe benefits, which are prescribed in the Management Compensation and Fringe Benefits Handbook and which includes, but not be limited to longevity, sick leave, vacation, military leave, leave without pay, holidays, overtime, working hours, pension, and other personnel matters.

Section 3. For each class of positions in the service of the City assigned to the salary range number prescribed in Sections 4.1. to 4.3. inclusive, of this

AN ORDINANCE TO FIX THE SALARIES AND RATES OF COMPENSATION OF CERTAIN EMPLOYEES IN THE CITY OF GRAND RAPIDS CLASSIFIED IN CLASS TITLES WHICH ARE NON-REPRESENTED MANAGEMENT POSITIONS, TO ADOPT A SCHEDULE OF ANNUAL PAY RANGES FOR SUCH EMPLOYEES; TO PROVIDE FOR THE ADOPTION OF RULES PRESCRIBING THE METHOD OF PROVIDING FOR INCREASES AND DECREASES IN COMPENSATION WITHIN THE PAY RANGES ESTABLISHED BY THIS ORDINANCE, TO PROVIDE FOR THE REGULATION OF OTHER PERSONNEL MATTERS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, SAID REPEAL TO BECOME EFFECTIVE AS OF OCTOBER 21, 2008.

ORDINANCE #2008-

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

"Section 1. There is hereby established the following schedule of hourly and annual pay ranges which shall be the basis for establishing the rates of compensation for all employees in the classes of positions described in Sections 4.1. to 4.3. inclusive, and which shall be effective October 21, 2008.

NON-REPRESENTED UNIT EMPLOYEES  
HOURLY SALARY SCHEDULE  
(With Rounded Annual Equivalent Rates)

Salary Range No.	A	B	C	D	E	F
01U	15.0493 31,302	15.8161 32,897	16.6082 34,545	17.4002 36,192	18.2553 37,971	19.1981 39,932
02U	15.8161 32,897	16.6082 34,545	17.4002 36,192	18.2553 37,971	19.1981 39,932	20.1537 41,920
03U	16.6082 34,545	17.4002 36,192	18.2553 37,971	19.1981 39,932	20.1537 41,920	21.1469 43,986
04U	17.4002 36,192	18.2553 37,971	19.1981 39,932	20.1537 41,920	21.1469 43,986	22.2659 46,313
05U	18.6339 38,758	19.2845 40,112	20.0525 41,709	20.8070 43,279	21.5747 44,875	22.4075 46,608

21U	36.4097 75,732	38.2328 79,524	40.1186 83,447	42.1178 87,605	44.2174 91,972	46.4047 96,522
22U	38.2328 79,524	40.1186 83,447	42.1178 87,605	44.2174 91,972	46.4047 96,522	48.7434 101,386
23U	40.1186 83,447	42.1178 87,605	44.2174 91,972	46.4047 96,522	48.7434 101,386	51.1573 106,407
24U	42.1178 87,605	44.2174 91,972	46.4047 96,522	48.7434 101,386	51.1573 106,407	53.7221 111,742
25U	44.2174 91,972	46.4047 96,522	48.7434 101,386	51.1573 106,407	53.7221 111,742	56.4252 117,364
26U	46.4047 96,522	48.7434 101,386	51.1573 106,407	53.7221 111,742	56.4252 117,364	59.2540 123,248

Each of the foregoing salary ranges shall consist of a minimum rate, which is the lowest amount in the columns opposite the range number; a maximum rate, which is the highest amount in the columns opposite the range number; and intermediate steps, which are stated in the columns between the minimum and the maximum.

Section 1.1. There is hereby established the following schedule of annual and hourly pay ranges which shall be the basis for establishing the rates of compensation for all employees in the classes of positions described in Sections 4.1. to 4.3. inclusive, and which shall be effective July 1, 2009.

NON-REPRESENTED UNIT EMPLOYEES  
HOURLY SALARY SCHEDULE  
(With Rounded Annual Equivalent Rates)

Salary Range No.	A	B	C	D	E	F
01U	15.3503 31,929	16.1324 33,555	16.9404 35,236	17.7482 36,916	18.6204 38,730	19.5821 40,731
02U	16.1324 33,555	16.9404 35,236	17.7482 36,916	18.6204 38,730	19.5821 40,731	20.5568 42,758
03U	16.9404 35,236	17.7482 36,916	18.6204 38,730	19.5821 40,731	20.5568 42,758	21.5698 44,865

19U	33.6628 70,019	35.3555 73,540	37.1379 77,247	38.9975 81,115	40.9210 85,116	42.9602 89,357
20U	35.3555 73,540	37.1379 77,247	38.9975 81,115	40.9210 85,116	42.9602 89,357	45.1017 93,812
21U	37.1379 77,247	38.9975 81,115	40.9210 85,116	42.9602 89,357	45.1017 93,812	47.3328 98,452
22U	38.9975 81,115	40.9210 85,116	42.9602 89,357	45.1017 93,812	47.3328 98,452	49.7183 103,414
23U	40.9210 85,116	42.9602 89,357	45.1017 93,812	47.3328 98,452	49.7183 103,414	52.1804 108,535
24U	42.9602 89,357	45.1017 93,812	47.3328 98,452	49.7183 103,414	52.1804 108,535	54.7965 113,977
25U	45.1017 93,812	47.3328 98,452	49.7183 103,414	52.1804 108,535	54.7965 113,977	57.5537 119,712
26U	47.3328 98,452	49.7183 103,414	52.1804 108,535	54.7965 113,977	57.5537 119,712	60.4391 125,713

Each of the foregoing salary ranges shall consist of a minimum rate, which is the lowest amount in the columns opposite the range number; a maximum rate, which is the highest amount in the columns opposite the range number; and intermediate steps, which are stated in the columns between the minimum and the maximum.

Section 1.2. There is hereby established the following schedule of annual and hourly pay ranges which shall be the basis for establishing the rates of compensation for all employees in the classes of positions described in Sections 4.1. to 4.3. inclusive, and which shall be effective June 30, 2010.

NON-REPRESENTED UNIT EMPLOYEES  
HOURLY SALARY SCHEDULE  
(With Rounded Annual Equivalent Rates)

Salary Range No.	A	B	C	D	E	F
01U	15.7341 32,727	16.5357 34,394	17.3639 36,117	18.1919 37,839	19.0859 39,699	20.0717 41,749

*amended 2010 - see next ordinance*

AN ORDINANCE TO FIX THE SALARIES AND RATES OF COMPENSATION OF CERTAIN EMPLOYEES IN THE CITY OF GRAND RAPIDS CLASSIFIED IN CLASS TITLES WHICH ARE APPOINTED, NON-REPRESENTED, AND EXECUTIVE MANAGEMENT POSITIONS; TO ADOPT A SCHEDULE OF ANNUAL PAY RANGES FOR SUCH EMPLOYEES; TO PROVIDE FOR THE ADOPTION OF RULES PRESCRIBING THE METHOD OF PROVIDING FOR INCREASES AND DECREASES IN COMPENSATION WITHIN THE PAY RANGES ESTABLISHED BY THIS ORDINANCE, TO PROVIDE FOR THE REGULATION OF OTHER PERSONNEL MATTERS; AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, SAID REPEAL TO BECOME EFFECTIVE AS OF JUNE 30, 2010.

ORDINANCE #2010-

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

"Section 1. There is hereby established the following schedule of hourly and annual pay ranges which shall be the basis for establishing the rates of compensation for all employees in the classes of positions described in Sections 4. to 4.4. inclusive, and which shall be effective June 30, 2010."

NON-REPRESENTED UNIT EMPLOYEES  
HOURLY SALARY SCHEDULE  
(With Rounded Annual Equivalent Rates)

Salary Range Number	A	B	C	D	E	F
01U	15.3503 31,929	16.1324 33,555	16.9404 35,236	17.7482 36,916	18.6204 38,730	19.5821 40,731
02U	16.1324 33,555	16.9404 35,236	17.7482 36,916	18.6204 38,730	19.5821 40,731	20.5568 42,758
03U	16.9404 35,236	17.7482 36,916	18.6204 38,730	19.5821 40,731	20.5568 42,758	21.5698 44,865
04U	17.7482 36,916	18.6204 38,730	19.5821 40,731	20.5568 42,758	21.5698 44,865	22.7112 47,239
05U	19.0066 39,534	19.6702 40,914	20.4536 42,543	21.2231 44,144	22.0062 45,773	22.8557 47,540
06U	18.6204 38,730	19.5821 40,731	20.5568 42,758	21.5698 44,865	22.7112 47,239	23.8267 49,560
07U	19.5821 40,731	20.5568 42,758	21.5698 44,865	22.7112 47,239	23.8267 49,560	24.9939 51,987
08U	20.5568 42,758	21.5698 44,865	22.7112 47,239	23.8267 49,560	24.9939 51,987	26.2250 54,548
09U	21.5698 44,865	22.7112 47,239	23.8267 49,560	24.9939 51,987	26.2250 54,548	27.5842 57,375

10U	21.7366 45,212	22.8009 47,426	23.9293 49,773	25.0966 52,201	26.3533 54,815	27.6868 57,588
11U	22.8009 47,426	23.9293 49,773	25.0966 52,201	26.3533 54,815	27.6868 57,588	29.0717 60,469
12U	23.9293 49,773	25.0966 52,201	26.3533 54,815	27.6868 57,588	29.0717 60,469	30.5466 63,537
13U	25.0966 52,201	26.3533 54,815	27.6868 57,588	29.0717 60,469	30.5466 63,537	32.0215 66,605
14U	26.3533 54,815	27.6868 57,588	29.0717 60,469	30.5466 63,537	32.0215 66,605	33.6628 70,019
15U	27.6868 57,588	29.0717 60,469	30.5466 63,537	32.0215 66,605	33.6628 70,019	35.3555 73,540
16U	29.0717 60,469	30.5466 63,537	32.0215 66,605	33.6628 70,019	35.3555 73,540	37.1379 77,247
17U	30.5466 63,537	32.0215 66,605	33.6628 70,019	35.3555 73,540	37.1379 77,247	38.9975 81,115
18U	32.0215 66,605	33.6628 70,019	35.3555 73,540	37.1379 77,247	38.9975 81,115	40.9210 85,116
19U	33.6628 70,019	35.3555 73,540	37.1379 77,247	38.9975 81,115	40.9210 85,116	42.9602 89,357
20U	35.3555 73,540	37.1379 77,247	38.9975 81,115	40.9210 85,116	42.9602 89,357	45.1017 93,812
21U	37.1379 77,247	38.9975 81,115	40.9210 85,116	42.9602 89,357	45.1017 93,812	47.3328 98,452
22U	38.9975 81,115	40.9210 85,116	42.9602 89,357	45.1017 93,812	47.3328 98,452	49.7183 103,414
23U	40.9210 85,116	42.9602 89,357	45.1017 93,812	47.3328 98,452	49.7183 103,414	52.1804 108,535
24U	42.9602 89,357	45.1017 93,812	47.3328 98,452	49.7183 103,414	52.1804 108,535	54.7965 113,977
25U	45.1017 93,812	47.3328 98,452	49.7183 103,414	52.1804 108,535	54.7965 113,977	57.5537 119,712
26U	47.3328 98,452	49.7183 103,414	52.1804 108,535	54.7965 113,977	57.5537 119,712	60.4391 125,713



616	City Assessor	22U
617	Deputy City Manager	26U
618	Director of Information Technology	23U
623	Assistant City manager	25U
625	City Purchasing Agent	20U
627	Risk Manager	18U
629	Assistant Human Resources Director	20U
630	Director of Human Resources	23U
634	Labor Relations Manager	21U
643	Chief Services Officer	25U
644	Equal Opportunity Director	22U
654	Chief Financial Officer	25U
655	Managing Director	24U
657	Environmental Services Manager	23U
661	Water System Manager	23U
662	Utilities Director	24U
668	Motor Equipment Director	20U
670	City Engineer	24U
675	Facilities Management Director	21U
679	Executive Director – DDA	21U
685	Assistant City Attorney III	22U
686	Deputy City Attorney	24U
711	Planning Director	23U
713	Director of Parks and Recreation	23U
720	Neighborhood Improvement Director	22U
724	Community Development Director	22U
730	Economic Development Director	21U
801	Fire Chief	25U
816	Deputy Police Chief	22U
817	Police Chief	25U

#### Section 4.4. Executive Assistant Group

619	Assistant to the City Manager	4U–21U
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Section 4.5. Upon appointment to a classification assigned to Section 4.4., the City Manager may assign an employee any pay step established for salary ranges 14U through 21U as provided for in Section 1. Movement from step to step and from range to range shall be as determined in the best interest of the City by the City Manager.

Section 5. This Ordinance shall take effect as of June 30, 2010, and all Ordinances in conflict therewith are repealed as of June 30, 2010.

# CITY OF GRAND RAPIDS

## ANNUAL COMPENSATION STATEMENT

PERIOD: January 01, 2008 - December 31, 2008



### CONFIDENTIAL

Kevin Belk (B5779)

17110\_ Police

### **Kevin Belk (B5779)**

Police Chief

Annual Salary :	\$117,364
Stipends, educational certifications, etc.	\$0
Employer Contribution for Pension or Employer 401(a) Plan Contribution:	\$0
Medicare Supplement Contribution:	\$475
Longevity Pay:	\$1,500
Annual Cost to Department for Health Insurance:	\$12,801
Employer Paid Payroll Taxes:	\$0
Total Value of Compensation and Fringe Benefits:	<hr/> <hr/> \$132,140

This statement is intended for informational use only. It does not replace a W-2 and should not be used for wage verification. The annualized figures have been rounded. Please contact Joo Kim (456-3160) in the Human Resources Department with any questions regarding this information.

( OVER )

# CITY OF GRAND RAPIDS

## ANNUAL COMPENSATION STATEMENT

PERIOD: January 01, 2008 - December 31, 2008



### CONFIDENTIAL

James Farris (F1585)

17110\_ Police

### **James Farris (F1585)**

Deputy Police Chief

Annual Salary :	\$101,386
Stipends, educational certifications, etc.	\$0
Employer Contribution for Pension or Employer 401(a)Plan Contribution:	\$0
Medicare Supplement Contribution:	\$423
Longevity Pay:	\$1,500
Annual Cost to Department for Health Insurance:	\$12,713
Employer Paid Payroll Taxes:	\$0

Total Value of Compensation and Fringe Benefits:	<hr/> <hr/> \$116,022
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This statement is intended for informational use only. It does not replace a W-2 and should not be used for wage verification. The annualized figures have been rounded. Please contact Joo Kim (456-3160) in the Human Resources Department with any questions regarding this information.

( OVER )

## GLOSSARY

### **1. MEDICARE SUPPLEMENT**

The Medicare Supplement line item has nothing to do with the federal government. It is a negotiated City benefit contained in the labor contracts and/or the management fringe benefits handbook for non-represented employees. A trust fund was established many years ago into which the City contributes a negotiated amount for each employee unit. This special fund is used exclusively to help eligible over 65 retirees with their health insurance costs. Each year, the City sets aside funds to be placed in the trust fund for the current employees using a formula that has been negotiated by the City and each bargaining/employee unit. The amount you see is the dollar amount contributed per employee/per employee unit.

### **2. HEALTH INSURANCE**

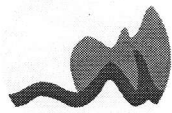
The health insurance cost you see is the amount your department was charged to cover you under the City's plan for 2008. **This amount is not intended to reflect your actual health insurance costs for the year.** Every department must pay a certain dollar amount to cover its employees under the City's health insurance fund since the City is a self insured employer (we pay our own claims). Each year the charge to the City's departments will change based on the prior year's actual costs and projected increases with health care providers (i.e. hospitals, laboratories, etc.).

### **3. STIPENDS, EDUCATIONAL CERTIFICATIONS, ETC.**

This line item applies to only those bargaining units that have specialty services or those who have specific provisions in their labor contracts dealing with these unique requirements. Your statement will indicate a \$0 amount if this item is not applicable to you.

### **4. EMPLOYER'S CONTRIBUTION TO PENSION**

This item reflects the amount of money that the City (as the employer) paid out last year on your behalf into your pension retirement system. While many of you are aware that you also make an employee contribution amount towards your retirement, those contribution amounts are not recorded here because this is an employer's contribution statement. For detailed information about the amount of money you contribute into your retirement, please refer to your official annual/quarterly statements provided by the Pension Services office, the ICMA 401 Plan administrator, or the 457 deferred comp administrator.



CITY OF GRAND RAPIDS

# ADMINISTRATIVE POLICY

NUMBER: 84-02	DATE: 7/23/84
REVISIONS: 6/17/88; 11/7/00 (replaces old #84-02, #95-07, & #95-08); 6/13/08	
ISSUED BY: City Manager	SIGNED: <i>160007-100000</i>

**SUBJECT: ELECTRONIC COMMUNICATIONS, COMPUTER RESOURCES,  
COMPUTER RELATED PROFESSIONAL SERVICES, AND RELATED  
HARDWARE AND SOFTWARE: ACQUISITION AND USE POLICY**

## PURPOSE:

The City of Grand Rapids relies on its computer network to conduct its business. The City has created this Administrative Electronic Communications Policy and by extension IT Best Practices to ensure that its computer resources are used properly by its employees, independent contractors, agents, and other computer users. This policy's intent is to establish procedures to protect the City against intentional or unintentional loss, misuse, or damage to the City's computer resources.

The rules and obligations described in this Policy apply to all users of the City of Grand Rapids computer network, wherever they may be located. Violations of this policy may result in disciplinary action, up to and including termination, as well as, civil and criminal liability. It is every user's duty to use the City of Grand Rapids' computer resources responsibly, professionally, ethically, and lawfully.

## POLICY:

### I. Computer Resources

Computer Resources refers to the City's entire computer network. Specifically, Computer Resources includes but is not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, hand-held PDA computers, software, data files, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The Computer Resources are the exclusive property of the City of Grand Rapids. Users are permitted access to the Computer Resources to assist them in the performance of their jobs. Use of the computer system is a privilege, and access may be revoked at any time by the City Manager.

## **II. Computer Hardware and Software Acquisition**

A. All computer-related hardware or software acquisitions exceeding \$2,500, or \$10,000 under approved term contracts, shall be coordinated with and reviewed by the City's Information Technology Department.

1. The following procedures will be followed to advance the Information Technology Department's review and approval of the requests for computer-related equipment or services listed in III.A:

i. All computer-related bid specifications shall be coordinated with the Purchasing Office and copied to the Information Technology Department.

ii. The Information Technology Department shall evaluate all Requests for Proposals (RFPs) for professional technology related services and provide any written exceptions or technical counsel prior to release of the RFP.

B. All acquisitions of computer-related hardware and software must meet the standards and guidelines set in the IT Computer Related Equipment & Services Guidelines policy.

C. If the request for computer hardware or software is the direct result of or response to an ADA accommodation request, the Information Technology Department shall consult experts on computer applications for disabled individuals to assure appropriate utilization of proposed purchases.

D. All software licenses purchased shall be coordinated with the Information Technology Department.

## **III. Computer Related Professional Service Acquisition**

A. All acquisitions of computer-related professional services exceeding \$2,500, or \$10,000 under approved term contracts, shall be coordinated with and reviewed by the City's Information Technology Department.

B. The Information Technology Department shall evaluate each request with the requesting Department/Office Director or Executive Manager, as appropriate within 3 working days and respond with reservations, reject the request, or require additional information.

## **IV. Standards**

In using or accessing the City of Grand Rapids Computer Resources, users must comply with the following provisions.

A. Logon Banners

*Logon banners* will be used to provide notice to authorized users that use of the City's computer resources are subject to Administrative Policy 84-02. Acceptance of this policy will be required or the user will be denied access.

B. No Expectation of Privacy

*No expectation of privacy.* The computers and computer accounts given to users are to assist them in performance of their jobs. Except for certain privileged communications from or within the Law and Labor Relations Departments, users should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City of Grand Rapids and shall be used primarily for business purposes.

*Waiver of privacy rights.* By use of the City's computer network, users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of the City of Grand Rapids, as authorized by the City Manager, to access and review all materials that users create, store, send, or receive on the computer, or through the Internet, or any other computer network. Users understand the City of Grand Rapids may use human or automated means to monitor use of its Computer Resources.

C. Acceptable Activities.

*Research/Education.* Communication with professional associations, other governments, universities, businesses, and individuals for facilitation of City business, research, and education efforts.

*General Public.* Distribution of information to the general public, when such information is provided in accordance with City policies and guidelines for the release of information and the Freedom of Information Act.

*Incidental Communication.* Exchanges of information among City employees and professional colleagues that facilitates work assignments and professional discussion in a work-related field of knowledge.

*Internet Use.* The City's computer resources are for business use. Internet access is authorized to individual employees by their Department Director. Those authorized to use the Internet may browse during meal times, scheduled break times or outside of work hours at the discretion of the Department Director.

D. Prohibited Activities.

*Inappropriate or unlawful material.* Material that is fraudulent, harassing, embarrassing, sexually explicit, racially offensive, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be downloaded, sent by e-mail, attachments, or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on, or stored in the City's computers, unless it is necessary for the conduct of the person's responsibilities with the City and then only in that purpose.



*Prohibited uses.* The City's Computer Resources shall not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political or religious material, software designed to breach security (i.e. password crackers, Trojan horses, etc.) or any other unauthorized use.

*Waste of computer resources.* Users may not deliberately perform acts that waste Computer Resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet, instant messaging, playing games, gambling, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic (i.e. Listening to unnecessary audio broadcasts, such as music, talk radio, etc.).

*Communication of trade secrets.* Unless expressly authorized by the Executive Office, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of the City of Grand Rapids is strictly prohibited. Unauthorized dissemination of this information may result in civil liability as well as criminal penalties under the Economic Espionage Act of 1996.

#### E. Passwords

*Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account, unless specifically authorized to do so in the case of an emergency.

*Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system. The City of Grand Rapids has global passwords that permit access to all material stored on its computer system, regardless of whether that material has been encoded with a particular user's password.

#### F. Security

*Accessing other user's files.* Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail.

*Accessing other computers and networks.* A user's ability to connect to other computer systems through the network, modem, wireless communication or by any other communication does not imply a right to connect to those



systems or to make use of those systems unless specifically authorized by the operators of those systems.

*Computer security.* Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the City's Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the City's network without authorization and to prevent the introduction and spread of viruses.

#### G. Viruses

*Virus detection.* All City computers are required to have anti-virus software installed on them because of substantial damage that viruses can cause. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the City's network. All pre-authorized material received on floppy disk or other magnetic or optical medium and all pre-authorized material downloaded from the Internet or from computers or networks that do not belong to the City must be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops may contain viruses. All information transferred from these computers to the City's network must be scanned for viruses.

#### H. Attorney-client communications.

E-mail sent from or to in-house counsel or an attorney representing the City of Grand Rapids should include this warning header on each page:  
"ATTORNEY-CLIENT PRIVILEGED; DO NOT FORWARD WITHOUT PERMISSION."

#### I. Compliance with applicable laws and licenses.

In their use of Computer Resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and online activities.

### V. **City Cellular Telephone Use.**

- A. Employees are expected to exercise good judgment while using City cellular telephones. The general use of City cellular telephones shall not be in lieu of other readily available, cost-effective means of communication.
- B. City cellular telephones are a public resource and shall not be misused for personal calls. Occasionally, personal calls may be necessary, but frequent use of City cellular telephones for personal calls may result in revocation of City cellular telephone use and/or disciplinary action. Employees are required to review their City cellular telephone bill monthly and reimburse the City for personal calls.
- C. City cellular telephones shall not be used to make personal calls to services which bill by the minute for information or services provided.

- D. City cellular telephones shall be kept on City property after working hours unless an employee has been assigned by his/her Department Director a 24-hour telephone for conducting City business.
- E. Department Directors shall provide for routine examination of their department's City cellular telephone bills to ensure proper use of City equipment.

**VI. City Cellular Telephone Acquisition**

- A. Department Directors requesting City cellular telephones shall forward a request to the Information Technology Department.
- B. The Information Technology Department shall make available to requesting departments a list of initial and recurring monthly cellular telephone charges.
- C. The Information Technology Department shall maintain an inventory of all City cellular telephones.
- D. When a City cellular telephone is lost or stolen, the Department Director shall notify the Information Technology Department immediately.
- E. When a City cellular telephone is decommissioned by a department, the Department Director shall notify the Information Technology Department and return the telephone to Information Technology to be redirected as needed.

**VII. Other**

*Other policies applicable.* In their use of Computer Resources and cellular telephones, users must observe and comply with all other policies and guidelines of the City, including but not limited to the following:

- City of Grand Rapids Computer Related Equipment and Services Guidelines Policy
- IT Best Practices
- City Cell Phone Guidelines
- City of Grand Rapids Rules and Regulations
- City of Grand Rapids Administrative Policy Manual
- Charter of the City of Grand Rapids
- All Labor Agreements
- All Applicable Departmental Rules and Procedures

*Amendments and revisions.* This Policy may be amended or revised from time to time as the need arises. Users will have access to all amendments and revisions.

*No additional rights.* This Policy is not intended to and does not grant users any contractual rights.

# City of Grand Rapids Twenty-Four Hour Vehicle Assignments

December 4, 2009

## Environmental Services Department (2)

Utilities Supervisor

Utilities Supervisor, Seasonal-11/20-4/1

## Engineering Department, Seasonal-3/1-12/1 (5)

Assistant City Engineer

(4) Construction Inspection Supervisor

## Executive Office (3)

Mayor

City Manager, car allowance

Deputy City Manager, car allowance

## Fire Department (8)

Acting Fire Chief

(2) Deputy Fire Chief

Assistant Fleet Maintenance Supervisor

Training Supervisor

Acting Fire Investigator

Hazardous Materials Planner

Apparatus Maintenance Supervisor

## Facilities and Fleet Management Department, Seasonal-11/20-4/1 (3)

Equipment Maintenance Superintendent

Equipment Maintenance Supervisor

Lead Equipment Mechanic

## Police Department (78) - 8 = 70

Police Chief

Deputy Police Chief

~~(5) Police Captain~~

~~Police Lieutenant—Training~~

~~Police Lieutenant—Internal Affairs~~

~~Police Sergeant—Internal Affairs~~

*Detective Unit*

Police Captain

Police Lieutenant

(3) Police Sergeants

(20) Police Officers

*K-9 Unit*

(3) Police Sergeants

(5) Police Officers

*Special Response Team*

Police Lieutenant

(2) Police Sergeants

(15) Police Officers

(1) Spare Vehicle

*Vice Unit*

Police Lieutenant

(2) Police Sergeants

(13) Police Officers

## Public Works Department (4)

(2) Streets and Sanitation Supervisor, Seasonal-11/1-4/1

Forestry Supervisor, Seasonal-11/1-4/1

Signal and Lighting Superintendent


## Water System Department (3)

Water Filtration Plant Superintendent

Administrative Services Officer II—Coldbrook Pumping Plant

Utility Supervisor—Meter Maintenance, Seasonal-11/20-3/31

# CITY COMMISSION POLICY

<b>GRAND RAPIDS</b>  <b>MICHIGAN</b>	<b>NUMBER:</b> 600-13	<b>HISTORY</b> <b>FILE #      DATE</b>	
	<b>DATE:</b> November 17, 1970	45319	07/02/85 05/15/96
	<b>FILE NUMBER:</b> 23212		
	<b>DEPARTMENT:</b> HRD/ LABOR RELATIONS		

**SUBJECT:      ASSIGNMENT OF 24-HOUR VEHICLE USE TO ELECTED AND APPOINTED OFFICIALS, AND EMPLOYEES OF THE CITY**

**PURPOSE:**    To establish a uniform basis on which the City may assign or rescind assignments of 24-hour vehicle use to officials and employees.

**POLICY:**

1. Vehicles are a prerogative of the offices of Mayor and City Manager.
2. Vehicles may be assigned to any other elected or appointed City official, or employee, on a 24-hour basis. Assignments shall be subject to periodic review and are subject to being rescinded at the sole discretion of the City.
3. Vehicle assignments on a 24-hour basis may be made on a year-round, seasonal or temporary basis.
4. Vehicles assigned on a 24-hour basis may be used only by the employee or official for the performance of City business, and for travel between the site of such City business and the employee's or official's home. City vehicles shall not be used for personal business or personal convenience of the employee, official, or members of his/her family. These restrictions do not apply to vehicles assigned to the Mayor and the City Manager.

**ASSIGNMENT PROCEDURES**

5. All department heads shall be responsible for initially reviewing employee requests for 24-hour vehicle assignments. If the department head does not recommend approval of the assignment, it shall not be made. No further review shall take place.

# CITY COMMISSION POLICY

NUMBER: 600-13

Page 2 of 2

6. The City Manager shall be responsible for reviewing the requests of department heads and all the favorable recommendations they have made. If the City Manager does not approve the requested or recommended assignment, it shall not be made.
7. The City Commission shall be responsible for reviewing the requests for 24-hour vehicle assignments for its own members and for the officials it appoints. Unless the Commission, by vote, approves such assignments, they shall not be made.
8. The City Manager shall report periodically to the City Commission on all existing 24-hour vehicle assignments.

## REVIEW CRITERIA

9. Vehicle assignments on a 24-hour basis may be made if it is determined that such assignment will result in a more economical and efficient use of City resources in the performance of emergency or on-call duties beyond the normal work day.
10. Vehicle assignments on a 24-hour basis may be rescinded due to:
  - a. A change in City Commission policy.
  - b. Budgetary constraints.
  - c. Violation of this policy by an employee or official.
  - d. A determination that the assignment is no longer an economical or efficient use of City resources or not in the best interest of the City.

## DISCIPLINARY PROCEDURES

11. If a City vehicle is used in violation of the above policy by a City employee, he/she shall be subject to disciplinary action.
12. If a City vehicle is used in violation of the above policy by a City Commissioner or an official they have appointed, he/she shall be subject to disciplinary action. It shall be the responsibility of the City Commission to investigate and carry out such disciplinary action if deemed necessary.

## LIABILITY WHEN CITY VEHICLE USE IS NOT IN COMPLIANCE WITH THIS POLICY

13. The appointed or elected official, or employee (rather than the City) shall be liable for all damages to City vehicles and for claims made by others if City vehicle use resulting in such damage or claims is not in compliance with the above policy.